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November 15, 1943
U. S. DEPARTMENT OF AGRICULTURE

FRUIT AND VEGETABLE BRANCH MEMORANDUM NO. 5

SUPPLEMENT NO. 1

TO: Regional Directors and Field Employees of Fruit and Vegetable Branch

FROM: C. F. Kunkel, Acting Chief

SUBJECT: Fiscal and Other Procedures for Fiscal Year Beginning July 1, 1943.

Payment of Travel Expense Vouchers in the Regional Fiscal Division Offices.
Under date of November 3, the Washington Office of the Finance and Accounts Division, issued a Memorandum reading in part as follows:

"Effective immediately, * * *, a travel expense account will be paid through the regional office serving the territory in which is located the official headquarters indicated on the basic letter of authorization. For individual letters of authorization, this modification will have no effect, but it will have a decided bearing on station letters of authorization the territory of which overlaps regional boundaries.

"For example, a station letter of authorization issued to the Officer-in-Charge of a field office at New Orleans, Louisiana, would be filed and encumbered with the regional office at Dallas, Texas. However, if this letter of authorization includes territory in the State of Tennessee, as is sometimes the case, an employee traveling under the station letter and with headquarters in Memphis, Tennessee, would, prior to the issuance of this instruction, send his expense account to Atlanta, Georgia. Under this modification, he must now send his expense account to Dallas, which is the regional office serving the territory in which the headquarters on the basic letter of authorization is located."

The above instructions, in effect, will operate somewhat as follows: In the event an inspector having official headquarters at Gardiner, Maine, is requested by his Officer-in-Charge (as a result of instructions from Washington to the Officer-in-Charge) to go to Winter Haven, Florida, to temporarily assist with the work of that station, the expense of such travel from Gardiner, Maine, to Winter Haven, Florida, should be reclaimed by the traveler under provisions of the station letter of authorization issued to the Officer-in-Charge at Gardiner, Maine. This means that if the travel is performed by use of the inspector's personally-owned automobile, the Officer-in-Charge at Gardiner must issue to the traveler, the prescribed sub-travel order (Form AMS-53)*. Should the traveler proceed by means of public carrier, this sub-travel order is not required, but the inspector should not proceed without authority from the Officer-in-Charge.

After reaching Winter Haven, the inspector will perform any necessary travel (in connection with that assignment) under the Winter Haven station letter of authorization issued to the Officer-in-Charge of that station.

The cost of travel from Gardiner, Maine, to Winter Haven and the ensuing 10 days per diem after arrival at Winter Haven (providing such per diem has been authorized) will be payable from funds established under the Gardiner, Maine, station letter of authorization. For this reason, the inspector should submit his expense account voucher covering these items to the Officer-in-Charge at Gardiner, Maine, for approval. He in turn, will transmit the voucher to the Fiscal Division of his (Northeast) Regional Office at New York City for auditing and payment.

After submitting an expense account as above mentioned, the inspector will submit all subsequent expense accounts (in connection with his Winter Haven assignment) to the Officer-in-Charge at Winter Haven. Such expenses are payable from funds established under the Winter Haven station letter of authorization. The Officer-in-Charge at Winter Haven, after approval of the expense voucher, will transmit it to the Fiscal Division of his (Southern) Regional Office at Atlanta, Georgia, for auditing and payment.

It is pointed out that one expense account could be submitted, covering all of the above mentioned items, but payment would likely be greatly delayed because of the time involved in transferring it back and forth between all offices concerned.

Submission of Form FVB-88 - "Request for Encumbrance of Funds."

It was originally requested (Fruit and Vegetable Branch Memorandum No. 5) that this form be submitted to the Washington Office (marked for the attention of W. C. Hasbrouck, Sr. Administrative Officer) by not later than the 10th day of each month. This is revised to the effect that these encumbrance requests should reach Washington by the first day of each month so that proper encumbrances may be established.

B-91

C. H. Kunkel

* Form AMS-53 has been reassigned Form FDA-612 and should be requisitioned by the latter form number.